



THE UNIVERSITY  
*of* ADELAIDE  
COLLEGE

# REASONABLE ADJUSTMENT

## Policy and Procedure

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### SCOPE

This policy is applicable to Kaplan Higher Education Pty Ltd, trading as the University of Adelaide College (“the College”). Degree Transfer Standard and Accelerated and Pre-Masters Program University Semester/Trimester students should refer to the relevant [University of Adelaide Policies and Procedures](#).

Adjustments to arrangements in the DTP Language for Study and PMP Academic English courses would be guided by the University of Adelaide Access Plan.

This policy relates to the following College cohorts:

- GAE
- FSP
- PMP & DTP Bridging

### PURPOSE

This policy establishes the guidelines for managing requests for reasonable adjustment from students with a disability, condition or special learning need.

### OVERVIEW

The College is committed to adhering to the [Disability Discrimination Act \(1992 Cth\)](#) and the [Disability Standards for Education 2005](#) across its academic entities to prevent discrimination of any form against a student on the basis of their disability. As a result, the College has strategies in place to ensure that students with disabilities are reasonably accommodated within their learning environment to ensure equal opportunity and access to education.

### REASONABLE ADJUSTMENT

Reasonable adjustment is an adjustment made for students with a disability, condition or special learning need. Generally, an application for reasonable adjustment is made at the time of a student’s application, however, a student can make an application at any time during their enrolment. Reasonable adjustments are made to ensure that students are not presented with artificial barriers to learning or demonstrating learning achievement in their studies. Reasonable adjustment may include (but not limited to):

- the use or loan of adaptive/assistive technology or equipment for use by people with a disability or illness to enable them to undertake their study/assessment in a fair and equitable manner. (e.g. seating, PC)
- alternative methods of assessment (e.g. verbal assessment)
- individual conditions of assessment (e.g. seating arrangements, additional 10 minutes per hour, toilet/rest/exercise breaks, bite sized food/drink)
- accessible learning formats (e.g. large print materials, coloured exam paper)
- provision of a scribe
- referral to additional services.

### PROCESS FOR APPLYING FOR REASONABLE ADJUSTMENT

The College has appointed Disability Liaison Officers (DLOs) to manage queries in relation to students with disabilities. DLO's are the main point of contact for students with disabilities and their role includes (but not limited to):

- Managing enquiries and issues related to the educational experience of students with disabilities at the College
- Providing basic disability support and ensuring students with disabilities are treated equitably
- Assisting other College staff with strategies for responding to students with disabilities' requests
- Ensuring appropriate disclosure, confidentiality and privacy is maintained in the triaging of requests for learning assistance or reasonable adjustments
- Helping students with disabilities in getting appropriate, reasonable adjustments for study materials, assessment tasks and environmental improvements, as relevant
- Outlining useful assistive technologies that may be used in assisting students with disabilities.

Please ask at College Reception ([collegereception@adelaide.edu.au](mailto:collegereception@adelaide.edu.au)) if you wish to contact a DLO.

Current or prospective students who wish to apply for reasonable adjustment should follow the steps outlined below:

1. Student submits a [Request for Reasonable Adjustment](#) (including Verification & Impact Statement) to relevant College contact:  
Pre-Arrival: [college@adelaide.edu.au](mailto:college@adelaide.edu.au)  
Onshore FSP: [collegesp@adelaide.edu.au](mailto:collegesp@adelaide.edu.au)  
Onshore DTP: [collegedtp@adelaide.edu.au](mailto:collegedtp@adelaide.edu.au)  
Onshore PMP: [collegepmp@adelaide.edu.au](mailto:collegepmp@adelaide.edu.au)  
Onshore GAE: please direct to the contact above for the student's pathway program
2. Applications will be reviewed by College DLO and relevant College and/or University staff.
3. The student will be informed of the outcome within 5 working days of the application being received.
4. Where appropriate and in accordance with confidentiality principles, the DLO may communicate a student's specific needs in relation to learning and assessment to relevant academics or administrative staff for assessment or support.
5. A meeting may be set up with the student and the DLO to discuss the application and formalise a College Access Plan (CAP) (students should advise the DLO if their situation changes during their studies).
6. The DLO will review the CAP with the student at least annually, or earlier if circumstances change. Where a student has a permanent disability that will not change, the CAP will be reviewed where changes to arrangements are required. If a student has completed more than 15 weeks in the GAE program, a revision is required upon transition to the pathway program.
7. Students who are dissatisfied with the outcome of a reasonable adjustment application may seek recourse in accordance with the [Non-Academic Grievance Policy](#).

### SPECIAL CONSIDERATION

Where a student requires special consideration for a missed assessment that is separate to their reasonable adjustment arrangements, students should see the Special Consideration Policy & Procedure and apply for each instance of special consideration as required.

### ONGOING STRATEGIES AND MEASURES

To ensure students and staff have appropriate access to learning and facilities, the College implements a range of strategies and measures. These include:

1. The appointment and training of Disability Liaison Officers (DLO) to work with current and prospective students with disabilities to ensure assistance and reasonable adjustments and accommodations are made
2. Ongoing review of services provided to students with disabilities
3. Ongoing review of learning facilities (including physical and non-physical learning environments) to ensure reasonable accommodation for students with disabilities
4. Promoting awareness of disability amongst College staff via a range of educational material

### RELATED POLICIES & DOCUMENTS

- [Reasonable Adjustment Application](#)
- Access and Equity Policy
- Academic and Non-Academic Grievance Policies

## VERSION CONTROL AND ACCOUNTABLE OFFICERS

The accountable officers for the implementation and relevant training of this policy are listed below.

<b>POLICY CATEGORY</b>	Academic
<b>RESPONSIBLE OFFICERS</b>	Vice President, Academic
<b>IMPLEMENTATION OFFICER</b>	Academic Managers (FSP/DTP/PMP), Director of Studies (GAE), Student Services Manager and Team and College Director
<b>REVIEW DATE</b>	June 2023
<b>APPROVED BY:</b>	
Vice President, Academic on behalf of KHE Academic Board	

## CHANGE AND VERSION CONTROL

VERSION	AUTHORED BY	BRIEF DESCRIPTION OF THE CHANGES	DATE APPROVED	EFFECTIVE DATE
1.0	Student Services Manager	Creation of document	12.06.2020	12.06.2020